

ABBOT ACADEMY

Founded 1829

HANDBOOK



1971-1972



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ORIENTATION WEEKEND SCHEDULE

Sept. 10, Fri.	10:00 a.m.-4:00 p.m.	Registration
	12:30 p.m.	Luncheon
	3:00-5:00 p.m.	Tea for Parents, Students, Faculty in Draper Hall
	6:00 p.m.	Dinner for Students and Faculty
	6:45 p.m.	Dorm Meetings
Sept. 11, Sat.	7:45-8:15 a.m.	Breakfast
	9:00-10:00 a.m.	Questa for ALL new stu- dents in Davis Hall
	10:00-10:30 a.m.	Required ALL-SCHOOL Meeting in Davis Hall
	11:00 a.m.-12 noon	Required Physical Educa- tion Meeting
	12 noon	Luncheon
	1:00-2:00 p.m.	Required Meeting of ALL New Girls with Miss Good- win and Mrs. Johnston in Meeting Room in Abbot Hall
	1:00-5:00 p.m.	Bookstore Open
	2:30-5:30 p.m.	Free Time: Girls may sign out for downtown and must return to dorms by 5:30 p.m.
	5:30 p.m.	All-School Picnic
	8:00-9:45 p.m.	Movies, etc.
	10:00 p.m.	All Girls in Own Dorms

ORIENTATION WEEKEND SCHEDULE

Sept. 12, Sun.	8:30-9:00 a.m.	Breakfast
	9:30 a.m.-12 noon	Church (voluntary), sign out and in in dorms
	1:00 p.m.	Dinner
	2:00-3:00 p.m.	Required Meeting of ALL Students with Miss Good- win and Mrs. Johnston in Davis Hall
	3:00-3:30 p.m.	Meeting in Davis Hall of Students interested in new music program with Mrs. A. Johnston
	3:30-5:30 p.m.	Required Pictures Taken of Faculty, ALL New Stu- dents whose pictures were not taken last spring, in Language Lab in Draper Hall
	3:30-5:30 p.m.	Optional Recreation
	5:30-7:00 p.m.	Class Picnics on campus, followed by dorm meet- ings; locations of picnics posted on front bulletin board in Draper Hall
	10:00 p.m.	All Girls in Own Dorms

Sept. 13, Mon. Regular Daily Schedule begins.

CALENDAR

1971 - 1972

Fall Term:

September	10, Friday	— Registration, 10:00 a.m. to 4:00 p.m.
no leaves	{ 11, Saturday	— Orientation Weekend. Required of all Day Students as well as Boarders
	12, Sunday	
	13, Monday	— Classes begin
no leaves	{ 18, Saturday	— School Picnic. Required of ALL Students
	19, Sunday	
October	23, Saturday	— PSAT — Senior-Mids
	26, Tuesday	— Alumnae Days
	27, Wednesday	
November	6, Saturday	— SAT — Seniors
	12, Friday	— Parents' Weekend
	13, Saturday	
	14, Sunday	
no leaves	{ 20, Saturday	— Fall Term examinations begin
	21, Sunday	— Thanksgiving Vespers
	24, Wednesday	— Fall Term examinations end. End of Fall Term
		Thanksgiving recess begins at noon or after last exam
	29, Monday	— 6:00 p.m. End of Thanksgiving recess

Winter Term:

November 30, Tuesday — Winter Term begins. Classes resume

December

day leaves only { 4, Saturday — (First weekend after vacation)
5, Sunday

day leaves only { 11, Saturday — (Last weekend before vacation)
12, Sunday — Christmas Vespers

15, Wednesday — 1:00 p.m. Christmas vacation begins

January 5, Wednesday — 6:00 p.m. Christmas vacation ends

6, Thursday — Classes resume

day leaves only { 8, Saturday — Achievement Tests — Seniors
9, Sunday

March

day leaves only { 4, Saturday — (Weekend before examinations)
5, Sunday

6, Monday — Winter Term examinations begin

9, Thursday — Winter Term examinations end.
End of Winter Term

Spring vacation begins at noon or after last exam

26, Sunday — 6:00 p.m. Spring vacation ends

Spring Term:

March	27, Monday	— Spring Term begins. Classes resume
April	15, Saturday	— SAT — Senior-Mids
May	6, Saturday	— Achievement Tests — Senior-Mids
day leaves only	{ 13, Saturday 14, Sunday	— Alumnae Day — Bazaar
	15, Monday	— Advanced Placement Tests —
	19, Friday	Seniors
June		
no leaves	{ 3, Saturday 4, Sunday	— (Weekend before examinations) — Baccalaureate Service
	5, Monday	— Spring Term examinations begin
	8, Thursday	— Spring Term examinations end. End of Spring Term
		Class picnics
	9, Friday	— Last Assembly — Preps and Juniors depart by 11:00 a.m.
	10, Saturday	— Commencement

REQUIRED ATTENDANCE

Attendance is required at the following school functions:

Morning Assemblies	Christmas Vespers
School picnics	Academic and sports award assemblies
Thanksgiving Vespers	Baccalaureate

TELEPHONE

Abbot Academy Telephone number: Area Code 617 - 475-3562

This number connects all departments. Telephone calls may be received by the students through this number or the pay stations listed below. Except in cases of emergency, calls during class time, and evening study hours should be avoided.

The switchboard is open Monday through Friday from 7:30 a.m. to 9:30 p.m., Saturday 8:00 a.m. to 11:30 p.m., and Sunday 9:00 a.m. to 9:30 p.m. Girls may be reached for emergency calls after 9:30 p.m. by calling their Resident Advisors or the Guard on 475-3567 who will deliver the message. The Dean of Students may be reached at 475-6599, the Director of Permissions at 475-3611.

Dormitory	Resident Advisor and Phone	
Abbey	Miss Stakely	
Chapin	Mr. and Mrs. Witte	475-5679
Cutler	Mrs. Howard	475-7022
Draper	Miss Warner	475-2599
Flagg	Mr. and Mrs. Johnston	475-
French	Mrs. Abbott	475-
Hall	Mr. and Mrs. McCahill	475-
Sherman	Mrs. Trenbath	475-
Dormitory	Pay Phone	
Abbey		475-9732
Chapin	1st Fl.	475-9665
	2nd Fl.	475-9745
Cutler		475-9735
Draper	East 2nd Fl.	475-9762
		475-9844
		475-9753
	West 2nd Fl.	475-9760
	East 3rd Fl.	475-9877
		475-9801
	Front 3rd Fl.	475-9700
Flagg		475-
French		475-9713
Hall		475-9862
Sherman		475-9807

WEEKDAY DAILY SCHEDULE

Rising Bell	7:00
Breakfast Bell	7:10
Breakfast	7:15 - 7:40
Warning Bell	7:40
Warning Bell	7:45
Classes	8:00 - 9:45
Tiffin	9:45 - 9:55
Warning Bell	9:55
Required Assembly or Other Meetings	10:00 - 10:30
Warning Bell	10:30
Tiffin	10:30 - 10:45
Classes	10:45 - 2:15
Buffet Lunch	12:00 - 1:20
Sports	2:30 - 4:00
Classes	4:15 - 6:00
Dinner	6:10 - 6:40
Activities	6:40 - 8:00
On Campus: All Girls in Own Dorms or Signed Out on Campus*	8:00
In Dorms: All Girls Check In with Resident Advisors in Person**	10:00
NO TV, Radios, Record Players	10:30
Bedtime*** for 9th Graders	10:00
for 10th Graders	10:30
for 11th Graders	11:00
for 12th Graders	12:00

Students may leave campus during free time to go downtown and to PA according to the provisions cited under "Off-Campus Privileges." They may enjoy the use of campus facilities according to the provisions cited under "On-Campus Privileges."

* Preps and Juniors must have the consent of their Resident Advisors to sign out of their dorms after 8:00 p.m.

** All girls must check in with their Resident Advisors in person at 10:00 p.m. unless they have informed their Resident Advisors that they are retiring earlier. After 10:00 p.m. Senior-Mids and Seniors who have parental permission to smoke may leave outside dorms to visit the butt room in Draper only with the knowledge and consent of their Resident Advisors.

*** These bedtimes, although strongly recommended, cannot be strictly enforced because of vertical housing in dormitories.

WEEKEND DAILY SCHEDULE

The Saturday and Sunday schedules differ considerably from the weekday schedule. There are no bells at all on weekends. Except for those occasions cited on the school calendar, the only required appointments are for girls enrolled in PA courses meeting on Saturday morning. Meals are served at different times (see "Dining Hours"). For other variations from the weekday schedule and permissions, see "On-Campus Privileges" and "Off-Campus Privileges."

ART GALLERY

The John Esther Art Gallery, a wing of Abbot Hall was donated to Abbot in memory of John and Esther Byers. A variety of art exhibits is shown during each year with particular emphasis on different artists and media, thus offering the students at Abbot an opportunity to widen their scope of appreciation and knowledge of art forms. The gallery is open to the public as well as to the students, Monday through Friday, 10:00 A.M. to 4:00 P.M.

LIBRARY

The library contains over 15,000 volumes and receives over 100 newspapers and magazines.

Use of the library is free to all students and no card is required. A book may be taken out of the library by signing the card in the back of the book and leaving the card on the front desk. Most books circulate with the exception of reference books, books on reserve, and periodicals.

The stacks are open to the students who may go and locate the book they need. The librarian and her assistants are glad to help in finding material in books or magazines and should be consulted freely.

The library is open during the following hours:

Monday - Friday 8:00 A.M. to 10:00 P.M.

Saturday 9:00 A.M. to 5:00 P.M.

Sunday 2:00 P.M. to 10:00 P.M.

Books on reserve may be checked out at 9:00 P.M. weekday evenings and MUST be returned by 8:30 A.M. the next morning. These books may also be checked out for weekend use on Friday at 9:00 P.M. and must be returned Monday morning at 8:30.

No reserve books may be taken out on Saturday or Sunday.

The stacks in the basement are open for use from 8:00 A.M. to 10:00 P.M. weekdays but are not open on weekends.

Those who do not return reserve books on time or do not return other books before the beginning of each vacation will be fined one dollar for each book, each violation.

All students should use the main entrance to the library. The rear door is to be used only in the case of fire.

Telephone calls may not be received in the library.

All library rules and regulations apply to all students, day and boarding.

No food or drink is allowed in the library.

BOOKSTORE

The bookstore in Draper Hall is operated for the convenience of the Abbot community. Toiletries, paperbacks, greeting cards, and other items common to a bookstore may be purchased. Open Monday through Friday, 11:00 A.M.—3:00 P.M.

DRESS REGULATIONS

Students are expected to exhibit good taste and moderation in all dress. As a general rule, THE APPROPRIATENESS OF A STUDENT'S ATTIRE WILL BE LEFT TO HER OWN DISCRETION. The qualifications are that:

1. Students exhibit qualities of neatness and cleanliness at all times;
2. It be left up to the teacher's discretion whether or not informal clothes should be allowed in his or her class;
3. Skirts or dresses be required for Sunday dinner;
4. Footwear be worn for all classes, meals, in all school buildings except dorms, and at any time off campus.

PERSONAL PROPERTY

All clothing and personal effects should be clearly marked with the student's name. The school is not responsible for the loss of personal property during the school year or when stored over vacation. Packing boxes may be bought for storing property over the summer or for sending on to college upon graduation.

Every dormitory room closet has a lock and key. Girls should keep money, valuable possessions, and prescribed medicines locked in their closets at all times.

Locks which can be locked only on the outside and only by key are available for installation on dormitory room doors on request. The installation charge and the rental fee for lock and key (or keys in the case of roommates) is \$8.00.

LAUNDRY AND DRY CLEANING

All boarding students will be charged \$28.00 per year to cover the cost of laundering sheets, pillow cases, and towels. It is expected that these items will be done by the school laundry and no exception will be made for this fee.

Personal clothing may be sent to the school laundry and charges will be made in accordance with the existing price list for such items. The mandatory fee of \$28.00 and any additional charges for personal laundry will appear on the term bill.

Students who wish to do their own clothing may use the coin-operated machines located in several spots on campus.

The school laundry collects on Monday right after breakfast and returns later in the week. All items should be marked with name tapes and placed in a laundry bag with a list of all articles included. The bag, tied firmly, should be placed in the laundry chute by 7:15 a.m. on Monday.

LAUNDRY PRICE LIST

Laundry Bags05	
Face Cloths05	
Chenille Spreads	1.00	.50 (cotton)
Gym Suits50	
Handkerchiefs05	
Housecoats75	
Pajamas, Pr.40	
Nightgowns30	
Slips20	
Bras15	
Socks, Pair10	
Panties05	
Slacks70	
Jeans50	
Man's Shirt35	
Shorts40	
Skirts60	
Blouses35	
Leotards15	
Dresses	1.00	
Cotton Rugs (according to size) (3 x 5 —	\$2.00)	
Curtains or Drapes	1.00	

There are also coin-operated washers and dryers in several locations on campus.

Every dormitory has an ironing room with ironing boards and irons for girls' use.

Dry cleaning is arranged for by the school and sent out Monday, Wednesday, and Friday. Clothes should be brought to the Parcel Room in the basement of Draper Hall.

Charges for dry cleaning go on the term bill.

HOUSEKEEPING

Abbot provides each student with basic room furnishings — pillow, bed, chest of drawers, desk and bookcase. Blankets, bed linens, easy chair, lamp, curtains and/or draperies, scatter rugs, towels, a shoe bag, a waste basket, and two laundry bags are provided by the individual student.

Students are expected to make their beds every day before attending their first class and before 10:00 A.M. Saturdays and Sundays. They are also expected to clean their rooms thoroughly once a week and to keep them in relatively good order at all times. Cleaning equipment is available in every dormitory. Housemothers inspect rooms closely once a week on a schedule they agree upon with their girls.

Each student may keep one small suitcase in her room. Other luggage should be tagged and left outside the girl's room to be stored in the luggage room. In the spring, wooden packing boxes may be bought for storage of possessions.

Food may be kept in rooms if in suitable containers. Perishable foods, especially meats or opened cans, should be put into the refrigerator.

Students must do their share in keeping the school buildings and property in good condition and make an effort to conserve electricity. Lights must be turned off when not in use. For the sake of safety, screens must never be removed from the windows, and shades must be down when it is dark.

Pets are not allowed in dormitories.

DAMAGE AND BREAKAGE

Students are expected to exercise reasonable care in the use of school buildings, furniture, and equipment. Pictures or posters may be hung from the mouldings but nothing may be tacked or stuck to the walls or hung from the ceiling. The cost of repair or replacement resulting from damages or breakage caused by student negligence will be charged to the students responsible for the loss when specific blame can be established. If direct responsibility can not be ascertained, these costs will be assessed to the student body as a whole. Such charges will appear on the term bill at the end of the school year.

Seniors and Senior-Mids having parental permission to smoke will be charged \$10.00 on the first term bill to cover the expense of repairing whatever abuse the butt room suffers in the course of the year. The final term bill of the year will credit any refund that is owing.

FIRE PREVENTION

The Andover Fire Department has inspected Abbot buildings and has stipulated that the following precautions must be taken.

Rooms are wired for 150 watts per student; hence no electric appliances except lamps, radios, record players, typewriters and razors should be used. Sun lamps, reflectors, and electric blankets are forbidden. Heating devices are not permitted. Hair dryers may be used during the day, when the electric circuits are not being heavily loaded.

In decorating their rooms, girls must be careful not to place furniture or hangings in such a way as to obstruct the entrance even partially. Flammable hangings must not be used to excess and must hang against a wall, not be strung out into a room because in case of fire they could become flaming traps.

Smoking anywhere other than rooms designated for that use is a very serious offense particularly because it requires surreptitious disposal of matches and butts. Candles, incense burners, and other sources of open flame are not permitted.

PERSONAL FINANCES

Since Academy funds cannot be advanced to pay for personal expenses, it is essential that arrangements be made by parents to ensure a sufficient supply of ready cash for their daughters' needs. This can best be accomplished by establishing a checking account at one of the local banks.

The Bay State National Bank and the Merrimack Valley National Bank, both located in Andover within easy walking distance from the Academy, have agreed to accept personal checking accounts for students at Abbot. If a checking account elsewhere is preferred, however, students wishing to cash checks in Andover banks will be supplied with identification cards. Girls should not ask local merchants to cash personal checks. Checks will be cashed at the Academy only in emergency situations.

Students will need cash for sightseeing, field trips, concerts, movies, and a variety of other entertainments. Also, contributions to United Fund, Red Cross, and a Christmas gift to the house-keeping staff are solicited. Most important of all, parents should make sure their daughters have sufficient money to cover travel costs to and from school at vacation time and other occasions during the year when such activity might take place.

The size of the opening deposit in a student's account is optional but it should be sufficient to cover about \$75.00 in first semester expenses that are not chargeable on term bills as well as provide whatever weekly allowance parents have agreed to provide for incidental expenses of a personal nature.

Students are urged to make payments by check when possible and not to keep more cash than necessary in their rooms as the Academy cannot be responsible for losses.

TERM BILLS

Term bill charges are rendered once a year in June. Deposits to cover these costs are collected with the Tuition Bills on October 1 and December 1. Should the total of the deposits collected exceed the total charges for the year, a refund will be made in June, and if the charges exceed the deposits, the balance will be due and payable with the June bill.

The following items may be charged on term bills:

Abbot Courant (magazine), Cynosure (newspaper), Circle (yearbook)

Class Ring

Class Sweater

Senior Photographs

Bookstore Purchases

Dry Cleaning and Laundry

Educational Records Bureau — annual charge

Physical Education Equipment

Testing Fees

Academic Fees and Supplies

Organization Dues

Identification Cards

Room Locks

Guest Meal Tickets

Overnight Guests

PAYMENT OF FEES

All fees are due and payable on the dates specified. The Academy reserves the right to withhold the issuance of grades to parents or transcripts to colleges in cases where financial obligations have not been met by the parents or guardians. In cases where excessive amounts remain unpaid, a student may be asked to withdraw from the Academy until monies due have been paid.

CHARGE ACCOUNTS

Charge accounts in local stores or in Boston are not allowed except by written permission of the parents.

IDENTIFICATION CARDS

Every student will be issued an ID card with her picture and signature on it. She must carry it with her at all times when she leaves the Abbot campus. The card will be required for admission to many events on the PA campus.

The charge for the original ID card is \$1.00 and in case of loss, the charge for a replacement card is \$2.00.

STUDIO AND LABORATORY FEES

Certain courses requiring materials charge fees to cover the cost of such materials.

CERAMICS—\$10.00 per term.

PHOTOGRAPHY—\$15.00 per term plus individual expenses for supplies.

LAB SCIENCES—\$5.00 per term.

ART COURSES—\$5.00—\$15.00 per term, depending on course.

WEAVING — \$42.00 per term plus materials.

DRIVER EDUCATION

Driver training is offered with parental permission. The charge is \$72.00, payable to Lawrence Auto School. Abbot makes an additional charge for transportation to and from the Registry of Motor Vehicles office in Lawrence for girls to take the test for a driver's permit.

HORSEBACK RIDING

With parental permission girls may take horseback riding lessons for \$4.00 an hour or may ride without lessons for \$3.00 an hour.

TYPING INSTRUCTION

The Andover Business Institute offers a course in typing to Abbot girls. The course covers sixteen hours of instruction and costs approximately \$15.00, depending on the number of girls enrolled.

MUSIC INSTRUCTION

Private instruction is offered to Abbot girls in voice, piano, organ, and classical guitar, as well as standard brass, woodwind, string, and percussion instruments. Abbot offers one half credit per year for students who fulfill their lesson and practice requirements, and have the approval of their instructor.

In addition, girls will have several opportunities to play in groups. The Phillips Academy Orchestra, Band, and Wind Ensemble are open to Abbot girls, and they rehearse four times a week. Also small ensembles for beginning, intermediate, and advanced students will be formed according to interest and ability, and they will meet regularly.

The fee for weekly 40-minute sessions is \$240.00 per year for all lessons except piano and organ, for which the fee is \$300.00 per year. This fee is payable in advance of lessons in two equal installments on September 1 and January 1.

Because of the school's commitment to the music instructors, a student will be liable for the instructor's fee for the entire term once lessons have been started, and no refund will be made for lessons missed during that term.

DINING ROOM

Girls are urged to go to breakfast and they are expected to go to lunch and dinner unless they are on leave or have arranged to dine at P.A. Commons.

Students are expected to be dressed in good taste at all times in the dining room and will be asked to leave if not properly attired.

No food may be taken from the dining room except fruit.

DINING HOURS

Breakfast	7:10 to 7:40 A.M.	Monday—Friday
Lunch	12:10 to 1:30 P.M.	Monday—Friday
Dinner	6:10 to 6:40 P.M.	Monday—Thursday
Exceptions:		
Friday—Dinner	6:00 P.M.—Buffet	
Sat. Breakfast	7:45 A.M. to 8:15 A.M.	
Lunch	12:00 to 12:30 P.M.	
Dinner	6:00 P.M.	
Sunday—Breakfast	8:30 A.M. to 9:00 A.M.	
Dinner	1:00 P.M.	
Supper	6:00 P.M.	

GUESTS IN DINING ROOM

A limited number of guests are welcome for lunch and dinner. Guest tickets are available in Miss Proctor's Office. The charge of \$1.00 for these will be placed on the term bill.

TABLE SETTING

Every student is responsible for setting two tables for dinner, Monday through Thursday and Sunday dinner, for one two-week period. Girls report to the dining room at 6:00 P.M. during the week and at 11:50 A.M. on Sunday. They then may sit at any table they choose.

A student is selected to be in charge of this program for the year. Her duties are:

Select 13 students every 2 weeks and assign them to certain tables, keeping a record so that everyone has her turn.

Make sure every table is set; if anyone doesn't show up, find a substitute.

Collect guest tickets as they come to the dining room.

Close dining room door before Grace is said.

Appoint a substitute in her own absence.

HEALTH SUPERVISION

Before school opens in the fall, every student is asked to have a physical examination by her family doctor as well as certain tests and routine vaccinations. The family is asked to answer questions concerning the student's health to assist the school doctor in preventing and evaluating illness.

All medical services for Abbot students will be under the direction of Dr. Francis G. Soule at Isham Infirmary-Hospital located on the Phillips Academy campus adjacent to Abbot Academy. The cost of health service at Isham will be billed directly to parents in accordance with the fee schedule below. A Student Health Insurance Plan is available through the school for \$30.00 per year and parents are encouraged to elect this coverage since most of the expenses involved with inpatient care at Isham Infirmary-Hospital are covered by this plan.

All students, both boarding and day, will be charged a Health Fee in the amount of \$20.00 per year. This fee covers medical screening at the start of the year and outpatient care during the year. Neither of these items is covered by the Student Health Insurance Plan.

Except in the case of emergency students should come to Isham Hospital during their free time between 8:00 a.m. and 6 p.m., Monday-Saturday; between 9:00 a.m. and 10:30 a.m., Sunday. An Isham doctor will conduct an open clinic for Abbot girls Monday through Friday from 9:00 a.m. to 10:00 a.m. At all other times a physician will see girls at Isham by appointment, or at the request of one of the registered nurses who are on duty 24 hours a day.

The Abbot Dispensary will be open at Sunset House Monday through Friday from 8:00 a.m. to 5:00 p.m. when a registered nurse will be on duty to treat minor ailments and render first aid in case of emergencies.

All symptoms and accidents must be reported to the Dispensary or to Isham at once. NEVER PUT THIS OFF. When transportation to Isham is necessary, it can be arranged by the Abbot nurse, a Resident Advisor, the Dean of Students, or Mr. Butler or the Guard Service at extension 40.

Dr. Soule urges that no student take any medication except as prescribed by a physician. Students taking medicines prescribed by their own doctors should report this fact to Isham. All students are encouraged to seek medical advice without hesitation and to consult Dr. Soule about any illness, injury, emotional difficulty or cause of undue worry which they may develop.

If a student chooses to seek medical care off campus, appropriate liaison should be established between that physician and Dr. Soule, with the assurance that traditional confidentiality will be respected, so that significant matters will be known to him and permit him to cooperate in care on campus.

For an overnight stay at Isham, girls should take with them pajamas, bathrobe, slippers, and toothbrush. Books and papers may also be taken.

Isham Infirmary-Hospital can be reached by dialing 475-3575. The Abbot Dispensary by dialing 475-1728 or extension number 45 on the campus intercom.

Psychological evaluations and therapy are arranged through the Dean of Students, Mrs. Johnston, and the Medical Director, Dr. Soule. Before a girl is referred to one of the school's several psychiatric resources, parental approval is required. The cost of psychological testing and professional counseling is billed directly to parents by the consultant.

ISHAM INFIRMARY-HOSPITAL

Fee Schedule

1. Physical examinations
(for school, camp, insurance, etc.) \$10.00
2. Outpatient consultation to Dr. Rokous
(orthopedics) on Wednesday afternoon, or to
Dr. Lanes (dermatology) on alternate
Saturday mornings. \$10.00
3. Surgical procedures, fractures reductions, cast
application or cast change, etc., by any
Isham physician: Fee-For-Service
4. Consultations with specialists
other than in #2. Fee-For-Service
5. Laboratory and X-ray tests, and
prescription drugs. Existing Unit Charges
6. Inpatient observation, involving
daytime bed rest, and including
overnight stay, if needed \$15.00
7. Inpatient care for actual hospital admission . . . \$30.00/day

Plus: physician
 laboratory
 X-ray
 medication

RELIGIOUS LIFE

Abbot is an all-sectarian school. It believes in exploring man's capacity for a spiritual life and in acquainting students with a knowledge of major world religions. It does not emphasize the theology of any particular sect, nor does it require student attendance at any religious service. Girls may voluntarily attend any of the churches listed below.

Girls sign out and in in their dorms or corridors. Girls are reminded that they are guests of Andover churches and Cochran Chapel and should conduct themselves with appropriate decorum.

Andover churches within walking distance:

Baptist	Corner Central and Essex Streets
Christ Episcopal	33 Central Street
Free Congregational	31 Elm Street
St. Augustine's Roman Catholic	Essex Street
South Congregational	41 Central Street
The Cochran Chapel	Chapel Ave., Phillips Academy

Other churches requiring transportation:

First Church of Christ Scientist	278 North Main Street
Faith Lutheran	360 South Main Street

CUM LAUDE SOCIETY

Each year in the spring, elections to the Cum Laude Society are announced. This is an inter-school society which bears the same relationship to secondary schools as that of Phi Beta Kappa to colleges. Membership depends upon a very high quality of scholastic achievement.

DORM COUNCIL

The Dorm Council is made up of the student leaders elected by each dormitory to represent its residents. The Dean of Students meets with the Dorm Council at regular intervals to consider matters of mutual concern. It provides a channel of communication between students and administration and a forum for discussion of parietal conditions and regulations.

THE SPORTS PROGRAM

As stated in the Catalogue, the athletic program is a required part of the curriculum at Abbot. The purpose of the program is to develop team skills and individual skills in sports as well as to maintain a proper amount of exercise and relaxation for the general health of the students. Students must meet their sports classes four times a week in the fall and spring terms and three times a week in the winter term.

It does no good to take double sports one day and miss another day; in addition, it is difficult to handle classes efficiently this way. We must have girls coming to their regular class and not to another. The size of classes is important for planning team games and teaching skills.

Medical excuses are given only by the Dispensary or Isham staff. Girls must report in person to obtain a medical excuse. In some cases, girls may be excused from sports by the Athletic Director, but they must obtain this permission by appearing in person to be excused.

Other excused cuts from sports may be given only by the Director of Studies, the Dean of Students, or the Director of Permissions who is authorized to grant them for off-campus college interviews and professional counselor appointments.

Four unexcused cuts from Physical Education classes are allowed each term.

Any unexcused cuts beyond the four allowed must be made up within two weeks by arrangement with Miss Ritchie. Girls do not miss sports for conferences, work in Photo Lab, Art Studio, or to do a paper. Conferences with teachers are to be arranged during girls' free time. Students may *not* take weekend leaves if they have any sports cuts to be made up.

Abbot students are required to wear the proper athletic equipment to *all* sports classes including the proper footwear such as ballet slippers, sneakers, or field hockey sneakers. Bare feet are not acceptable in a sports class for obvious health and safety reasons. Students are requested to mark each piece of their athletic equipment in order to identify it properly at all times. For the students' well-being they are asked to shower regularly after each sports period and they are also asked to keep all of their gym uniforms properly laundered. Gym uniforms are not to be used as leisure time wearing apparel.

For purposes of intra-mural competition, the school is divided into two teams — the Gargoyles and the Griffins. Each student is a member of one or the other team. At the end of each term, there is an athletic award night when all girls who have participated on Varsity, J.V. or Gargoyle or Griffin teams are presented with whatever awards they may have earned during the term. The team system and competition will be fully explained during The Athletic Orientation Meeting at the beginning of the school year.

BICYCLES

Girls may bring their own bicycles to school and keep them in the following places:

Abbey House — in the basement

Chapin House — in the specific room provided for bikes

Cutler House — in the basement

Draper Hall — in the garage behind tennis courts, near hard-surface court #11

Flagg House — in the garage behind French House

French House — in the garage

Hall House — in the basement

Sherman House — in the Sherman shed, NOT Sherman garage

Girls should take their bikes to the Andover Police Station on Main Street to have them properly registered (\$.25 charge). If a bike is ever stolen, the police then have a record of the owner and the bike is more easily identified.

Bikes should have their owners' names on them. Miss Ritchie has name tapes for this purpose.

The following regulations must be observed in the use of bicycles at Abbot:

- 1) NO BIKES MAY BE TAKEN TO PA. There are no parking facilities there for them, and only certain PA students are allowed bikes at PA.
- 2) NO BIKES MAY BE LEFT OUT ON THE ABBOT GROUNDS AT NIGHT. They should be stored in the proper places.

- 3) Bicycles ridden in the town of Andover must follow the rules of Andover. Always ride in the street and on the right-hand side with the traffic. Always ride in single file and stay over to the right. Always signal when planning to turn. Obey all traffic signs.
- 4) NO BIKE RIDING AFTER 4:30 p.m. under any circumstances.

It is hoped that girls will avoid heavy traffic areas when they ride bikes off campus. It is suggested that when they ride bikes downtown that they walk their bikes on the sidewalk when they reach shopping areas. Bikes may be parked downtown in the parking lots (not in the way of cars) in back of the Merrimack Valley National Bank and in back of the Andover Savings Bank.

MOTOR VEHICLES

Boarding students may not keep motor vehicles in or near Andover. They may ride in private cars driven by members of their own families or by adults authorized by the school, but the school does not otherwise advocate girls riding with drivers under twenty-five years of age. Parents are asked to write permission for their daughters to ride with specific friends under twenty-five years of age; in other cases the school will give special permission to students at its discretion.

HONOR CODE

The School Government Association of Abbot Academy endeavors to encourage in each student humane and civilized qualities of character. By limiting rules as such, beyond those affecting health, scholarship, and safety, Abbot emphasizes a high sense of honor, individual responsibility, a constructive attitude, and consideration of another's rights and feelings. Students are helped both by their contemporaries and by faculty members to develop a cooperative attitude in matters affecting the happiness, welfare, and reputation of the group.

Every girl who enters the Abbot community is on her honor to uphold the rules and standards which the school considers necessary to the well-being of school life. Each girl is expected to bring moral pressure to bear on any member of the community who does not assume the responsibility of upholding these rules. In any case of violation of these rules and standards, therefore, any member of the school — students, faculty, resident advisors, and administration — may take appropriate action.

BASIC HONOR RULES

A. Dishonesty

No student may give or receive help in any test or examination. Students are expected to do their own assigned work, except in instances where a teacher recommends or approves cooperative effort.

No student may falsify information on applications for leaves or forge parental signatures or permissions. Students must adhere to the approved times of departure and return and to the approved mode of transportation unless special waiver has been granted. Hitchhiking is NEVER an approved mode of transportation.

No student may take or use another's property without the owner's consent.

B. Drinking

No girl may use or possess alcoholic beverages while she is under the jurisdiction of the school.

C. Drugs

No girl may use or possess drugs while she is under the jurisdiction of the school.

D. Smoking

No Prep or Junior may smoke while she is under the jurisdiction of the school.

Seniors and Senior-Mids who have parental permission may smoke in specified places at times approved by the administration.

"Jurisdiction of the school" is understood to apply to girls on and off campus except when a girl is away on weekend leave or vacation. At those times, however, the school expects each girl's conduct to reflect favorably on Abbot.

E. Unauthorized Absences

No girl may leave the Abbot campus between 5:30 p.m. (4:30 p.m. Winter Term) and 8:00 a.m. without permission except to go to PA, returning by 8:00 p.m. (11:15 p.m. Saturday)

No Prep or Junior may be absent from her dormitory between 8:00 p.m. and 7:00 a.m. without the knowledge and consent of the Resident Advisor.

No Senior-Mid or Senior may be absent from her dormitory between 10:00 p.m. and 7:00 a.m. without the knowledge and consent of the Resident Advisor.

HONOR BOARD

The Dean of Students may ask Honor Board for its recommendation of action to be taken in cases of violation of a basic honor rule or of a record of minor offenses. A warning may be considered sufficient, but an offender is liable to campusing, restriction, probation, or expulsion, depending on the student's record of behavior and other relevant factors. *Campusing* means that a student may not leave the Abbot campus at any time or for any reason except to attend a class appointment at PA. *Restriction* includes campusing plus restriction to dormitory after dinner and periodic check-in with Resident Advisor during the day on weekends. *Probation* imposes no penalty, but a student on probation who violates any school rule is, in nearly every instances, summarily expelled. An offender who is not satisfied with the fairness of a penalty may appeal to Honor Board to review the case.

KINDS OF SCHOOL PERMISSIONS

- 1) School permission is granted automatically to going downtown, on walks, or to PA as outlined under "Off-Campus Privileges." It is also granted to the leaving of dorms and/or campus to attend a school-approved activity such as a club meeting or recital. Students need not request this kind of permission, but they must sign out and in.

- 2) The Director of Permissions, after processing the applications for them, gives permissions for leaves, extra-curricular activities, and off-campus events. All responsible adults concerned are informed by Permissions Office, and students need only sign out and in when taking a leave or attending an activity.
- 3) Resident Advisors, the Director of Permissions, the Director of Studies, and the Dean of Students may give special permissions either orally (e.g., a Resident Advisor may give special permission to a Boarder to be downtown past the deadline) or by signature on "Special Permission" forms (e.g., The Dean of Students may sign a "Special Permission" form for a student to leave Andover on a weekday for a special reason). A copy of the signed form is given to Permissions Office and another copy to the Resident Advisor. Students must sign out and in when leaving campus on a special permission.

REPORTS TO PARENTS

A written mid-term report of the student's work from the teachers and the faculty advisor's appraisal are sent to the parents or guardians in October. Term reports are sent in December, March and June. A grade of A represents superior standing; B, good; C, average; D, passing; E, failure. The minimum grade for college recommendation is D, or passing. A report from the resident advisor is sent to the Parents three times a year.

Other reports which may be sent to parents are academic warnings and supplementary reports of achievement.

Honor Board reports will be sent to parents as will reports of an accumulating poor record of behavior.

FACULTY ADVISOR

Each Abbot student is under the guidance of a Faculty Advisor. This advisor will know the student well and thus have a comprehensive picture of the girl's academic achievement and social adjustment. The advisor will help the student plan her program, considering her total work load and her course alignment with college admission and graduation requirements. The school will send the advisor's evaluation of the student's progress as well as the grades and teachers' comments to the parents in December, March, and June. Faculty and parents are encouraged to keep in close touch with the advisor concerning each Abbot student's progress.

STUDY HOURS IN DORMS

In order to have hours in which girls may concentrate on class preparation, the following conditions are in effect. STUDY HOURS are understood to mean that hair-washing, room visiting, TV, record players and radios are permissible, but NOISE LEVEL MUST NOT INTERFERE WITH THOSE WISHING TO STUDY. Conditions highly conducive to study must prevail at these times; resident advisors and dormitory governments may act to enforce these conditions.

The Director of Studies may at any time, having consulted teachers, restrict study hour when, in her judgment, academic performance would profit by more concentrated application.

Monday - Thursday:

Study hours in dorms prevail: 8:00 a.m. - 12:15 p.m. — 4:30 - 5:45 p.m. — After 8:00 p.m.

Friday:

Study hours in dorms prevail: 8:00 a.m. - 12:15 p.m. — 4:30 - 5:45 p.m. — After 10:00 p.m.

Saturday:

Study hours in dorms prevail: Before 10:00 a.m. — After 11:15 p.m.

Sunday:

Study hours in dorms prevail: Before 10:00 a.m. — After 8:00 p.m.

NO radios, TV, or record players may be used after 10:30 p.m. any day except Friday and Saturday.

DAY STUDENTS

SPECIFIC RULES FOR DAY STUDENTS

1. Day students are expected

- a) to check themselves in and out on the sheet at the switch-board as they enter and leave school. They must check their names and note the time of arrival and departure.
- b) to attend morning assemblies and additional assemblies as scheduled.
- c) to arrive at school in time for their first class on all other days.

2. Day Students may leave school after their last commitment each day. However, sports are considered as classes, and therefore girls may not leave school (except for downtown permissions) until after sports. No Day Student may leave between commitments on any given day unless approval is given by the Permissions Office.
3. If a Day Student must be absent from school, parents are asked to
 - a) call in after 7:30 A.M. that morning and notify the school of absence.
 - b) get student assignments from the switchboard operator after 3:00 P.M.
 - c) write a note (with date) giving the reason for the absence to be brought in the day their daughter returns.
4. Weekend permissions may be obtained by Day Students if their travel plans make it essential that they leave school on Friday as soon as major classes are over. Otherwise, they are expected to meet all Friday appointments.
5. Cars used for commuting are not to be used during the academic day and are parked on campus in the parking lot behind the tennis courts.
6. No Boarder may drive with a Day Student unless given permission by Permissions Office on each separate occasion or unless Permissions Office has received from her parents written permission approving the Day Student driver.
7. Day Students may be on campus after 8:00 p.m. only to study in the library or to participate in an authorized extra-curricular activity. In no case may a Day Student remain on campus after 10:00 p.m. (11:00 p.m. Saturday)
8. Lockers in the basement of McKean Building are for the use of Day Students. Combination locks may be had from the Registrar, Mrs. Griffith.
9. Day Students may not loiter in class buildings in their free time between classes. The basement of Hall House has facilities for Day Students to socialize between classes.
10. Day Students study during the day in the study rooms on the first floor, west wing, of Draper Hall, or in the library.

EXTRA-CURRICULAR ORGANIZATIONS, CLUBS, AND COMMITTEES

The days, times, and places of meeting of all extra-curricular activities will be posted as soon as they are determined. Each group listed below is expected to submit a report of its activities and financial standing to the Dean of Students at the end of each term.

Before any new club or continuing activity can be authorized, the person responsible for organizing it must apply to the Director of Permissions and submit all pertinent information on the proper form. Permissions Office will process the application.

PUBLICATIONS

CYNOSURE, the school newspaper, is self-supporting and published 12 times a year. Editor 1971-1972—Kathy Snowden, Photography Editor—Sandy Reynolds.

COURANT, the literary magazine, is published twice a year. It is devoted to encouraging literary talent, and with its interesting and unusual art work and photography, to artistic talent. Co-Editors 1971-1972—Brett Cook and Linda Horowitz.

CIRCLE, the school yearbook, as well as containing pictures of the senior class, presents an overall impression of the school year and the activities of all four classes as seen by the seniors. Co-Editors 1971-1972—Liza Webster and Linda Monro.

ABBOT ATHLETIC ASSOCIATION — President: Karen Awad — Vice-President: Helen Coxé

COMMITTEE FOR SOCIAL CONCERN — Chairman: Lynn Graham — Treasurer: Liz Padjen

C.S.C. is an umbrella organization covering a number of service groups. Each girl belongs to C.S.C. and pays dues whether she actively participates in a service program or not. Dues, determined in the fall according to predicted needs for the year, are used to cover transportation costs for service activities, to engage speakers, to make donations to worthy causes, etc.

ABBOT RELIGIOUS ASSOCIATION—Lucy Gorham
A.R.A. is devoted to enhancing the spiritual quality of life at Abbot without proselytizing. Although it does not support or promote any religious sect, it sponsors various religious programs such as the Thanksgiving and Christmas Vespers. A.R.A. participates in the Pembroke Conference every spring.

AFRO-AMERICAN SOCIETY

Founded in the Fall of 1967, the Afro-American Society exists to serve the needs of the black student at Abbot and to increase communications between black students and white.

LAWRENCE GENERAL HOSPITAL VOLUNTEERS

Girls may offer their time and services every Saturday, 10:30 A.M. to 4:00 P.M.

TURTLES—Andrea Putman

Girls go to Lawrence Y.W.C.A. Monday and Wednesday, 2:00 to 4:15 P.M. to seek to enrich the lives of underprivileged pre-school children.

WIDE HORIZONS—

Girls entertain emotionally deprived children Wednesday, 3:00—5:00 P.M. on the Abbot campus.

WORLD UNIVERSITY SERVICE—Susan Dougherty

Girls conduct bake sales to raise money which they send to W.U.S. in Boston.

ELECTIONS COMMITTEE—Susan Dougherty

The Elections Committee conducts the election of school officers by soliciting nominations, arranging and supervising voting, counting ballots, and announcing results.

MUSIC ORGANIZATIONS

A CAPPELLA

Membership of approximately 35 voices. Open to ninth and tenth graders. A Cappella participates in three concerts a year, including the fall concert with Phillips Academy. The aim of A Cappella is to offer the enjoyment of a varied singing experience and, at the same time, to provide training in some of the basic principles of choral technique.

JOINT CHOIR

A small A Cappella chorus of mixed voices drawn from the qualified members of the Phillips Academy Chorus and the Abbot Fidelio. Joint choir meets once a week. It is primarily a choral study group, offering the opportunity of singing and studying a wide variety of master-works from the choral repertoire of the sixteenth through the twentieth centuries. Although it performs in concerts occasionally, it does not function as a church choir.

FIDELIO—Laurie Camosy

Membership of approximately 50 voices. Open to eleventh and twelfth graders. New members must audition. Fidelio meets twice a week and participates in two joint concerts a year with Phillips Academy, in addition to Thanksgiving, Christmas and Commencement exercises.

BAND AND ORCHESTRA WITH P.A.—Liz Padjen

Students may play in the Phillips Academy Band and Orchestra.

RECREATION COMMITTEES

GROUP TRIPS COMMITTEE

Under the direction of Permissions Office, the Group Trips Committee organizes trips to Boston and other locations to attend particular events.

OUTING CLUB

Under the direction of Permissions Office, the Outing Club organizes ski trips, camping trips, and mountain climbing.

SOCIAL COMMITTEE — Chairman: Libby Pennink —
Senior-Mid Representative: Libby Howes — Junior Representative: Pat Finn

The Social Committee plans the social calendar for activities and events to take place on campus weekends during each term. It meets with a similar committee at Phillips Academy to plan weekend social activities and events which the schools sponsor jointly.

DRAMA WORKSHOP

A joint activity with P.A., the Workshop produces short plays in the Drama Lab under student directors with faculty supervision. Girls may sign up for try-outs for acting parts or they may participate on the stage crew.

SOCIEDAD HONORARIA HISPÁNICA—Lisa Nelson, Miss Judd

DEBATE SOCIETY—Abbe Shaine, Mr. Graham

THE ABBOT BAZAAR

The Abbot Bazaar is conducted by the Senior-Mid class on Alumnae Day, Saturday, May 13. Senior-Mids, supervised by faculty advisors, are responsible for devising and organizing the booths and tables. The money raised at this event is contributed to the Abbot Scholarship Fund.

ON-CAMPUS PRIVILEGES

ACTIVITIES

CALLING HOURS (See Abbot-P.A. regulations below)

Monday - Friday	1:30 P.M.— 4:15 P.M.
	6:30 P.M.— 8:00 P.M.
Saturday	10:00 A.M.—11:00 P.M.
Sunday	Noon 8:00 P.M.

During Eastern Standard Time all girls must be indoors at 4:30 P.M. and must receive callers in the commons rooms of their houses or at 4 Morton Street weekends.

DANCES

Directions for specific dances will be posted for each occasion. Groups of Abbot girls are frequently invited to an evening dance at a boys' school. The girls are expected to observe the rules of the school where they are guests.

ENTERTAINMENT

Any entertainment on campus such as lectures or plays will be posted on the Draper bulletin board and announced in the Daily Bulletin. Students should return to their own corridors as soon as any evening activity is over.

WEEKEND GUESTS

Girls may invite female friends and sisters to stay overnight in an Abbot dorm on a weekend. They must first obtain permission from the friend whose bed the guest will sleep in and the friend's roommate. They must then fill out and have the specified persons sign an "Application for Overnight in Dorm" form, available from Resident Advisors or Permissions Office, and take it to the proper persons. The charges for having an overnight guest will be placed on the term bill: Bed—\$1.50 Breakfast—\$.50 Lunch—\$1.00 Dinner—\$1.00

Abbot girls may not arrange for their out-of-town male guests to stay in a PA dorm with a PA friend without the knowledge and consent of the PA housemaster in charge.

SMALL PARTIES

Simple foods such as punch and cookies can be ordered one week in advance from Miss Proctor for class or school club parties. The organization is charged accordingly.

No food can be provided from the kitchen for private parties.

4 Morton Street is available for student entertaining. Students using it are responsible for keeping it clean.

CLASSROOM BUILDINGS

The facilities of Homestead, Abbot Hall, and McKeen Building are available to students under the conditions posted in each building. However, the following provisions apply to all three buildings:

- 1) Students are not to be in these buildings after 5:30 p.m. on Friday, Saturday, or Sunday unless they are accompanied by an authorized adult.
- 2) Students may be in these buildings between 6:30 p.m. and 8:00 p.m. Monday - Thursday with the approval of the appropriate persons in charge. The Guard will check and lock these buildings at 8:00 p.m.
- 3) Students may not use these buildings as social centers when they have free time.

SEWING MACHINES

The school owns several sewing machines which are available to students. Their locations and the hours and conditions of their use are posted on the bulletin board in Draper Hall.

BABY-SITTING

Seniors and Senior-Mids may baby-sit for faculty according to the following provisions.

- 1) Girls must have parental permission which should be on file in Permissions Office and with housemothers.
- 2) Girls must fill out a Special Permission form, have it approved and signed by the Director of Permissions, the housemother, the Dean of Students, or the Director of Studies; girls must then deliver copies of the form to the designated offices.

- 3) Sunday through Thursday, girls must be escorted back to their dorms one-half hour before their scheduled bedtimes.
- 4) Friday and Saturday nights Seniors must be escorted to their dorms by 1:00 A.M., Senior-Mids by 12:00 Mid-night. The guard must be alerted to admit girls.

LOUNGE AND RECREATIONAL AREAS

Girls are expected to keep all recreational areas free of litter and clutter; they must use the receptacles provided for rubbish and they must not leave books and personal belongings behind them.

COMMON ROOMS

Every dormitory has a common room equipped with television, refrigerator, electric corn popper, and electric teakettle. Smoking is *not* permitted in any common room. Visitors may be received during calling hours in all common rooms except those above the first floor of Draper Hall.

SENIOR—SENIOR-MID SMOKING LOUNGE

This is the only place where the school permits girls to smoke. They are expected to be meticulous about using ash trays and emptying them in the proper receptacles before they spill onto the furniture and carpet. Callers may be received here during visiting hours. As long as girls do not abuse the lounge or the privilege of having it open at all hours, it will not be locked. Preps and Juniors may not visit in the butt room.

4 MORTON STREET

This is a student recreation center where visitors may be entertained, girls may cook, and small groups may have supper meetings. The hours and regulations pertaining to 4 Morton Street appear on next page.

STUDY ROOMS

The two study rooms on the first floor, west wing, of Draper Hall may be used for receiving callers weekdays 6:30 p.m.-8:00 p.m.; Saturday, 10:00 a.m.-11:00 p.m.; Sunday, Noon-8:00 p.m. Smoking is NOT permitted in these rooms.

4 Morton Street — HOURS AND REGULATIONS

DAY	HOURS OPEN	REGULATIONS
Wed.	2:15 - 6:00 P.M.	Sign out in dorms.
Thurs.	2:15 - 6:00 P.M.	Boys admitted on invitation from
Fri.	2:15 - 6:00 P.M.	girls, and must leave at 4:15 P.M.
Wed.	6:45 - 7:45 P.M.	Sign out in dorms.
Thurs.	6:45 - 7:45 P.M.	
Fri.	6:45 - 7:45 P.M.	
Sat.	2:00 - 5:45 P.M.	Informal, drop-in basis.
	6:30-11:00 P.M.	Boys admitted by invitation.
Sun.	2:00 - 5:30 P.M.	Informal, drop-in basis.
		Boys admitted by invitation.
CLOSED from SUNDAY, 5:30 P.M. to WEDNESDAY, 2:15 P.M.		

REGULATIONS:

1. No smoking.
2. Kitchen facilities may be used with permission of the resident hostess.
3. Girls should introduce callers to the resident hostess.
4. Girls are responsible for picking up and cleaning up.
5. The school will provide some basic supplies in the kitchen; however, groups who plan a supper meeting must purchase their own food.
6. Girls who plan to cook and eat dinner must sign up in Permissions Office before 2:00 P.M. to reserve the kitchen facilities and must plan to finish and clean up by 6:00 p.m.

OFF-CAMPUS PRIVILEGES

For all off-campus permissions girls must sign out and in.

Every girl must observe the exact conditions as arranged with the Permissions Office regarding leaves. During an absence from campus (vacation, overnight, weekends, day trips), if there is any change of plans, a girl or parent must immediately notify the Permissions Office or Resident Advisor by telephone or by telegram.

1. DOWNTOWN AND WALKS (for walks on PA campus, see joint visiting regulations below.)

Girls are permitted to leave the Abbot campus during their free time between 8:00 a.m. and 5:30 p.m. (4:30 p.m. during Winter Term) to go downtown or on off-campus walks. Before 2:15 p.m. on weekdays, they must sign out and in at the Permissions Office; weekends and after 2:15 p.m. weekdays, in their dormitories. Certain walks are approved by the Athletic Department for team credit. These walks and related procedures are posted in the gymnasium.

2. DINING OFF CAMPUS

Girls may dine off campus with friends or relatives on Friday and Saturday night and Sunday noon provided they have applied for a dining-out leave by Friday noon. The approved places to eat are Friendly's, Lantern Brunch, The Inn, MacDonalds, and the Coffee Mill.

No checks will be cashed at the Inn.

Dining with relatives for any day in the week may be arranged by special permission.

3. ABBOT-P.A. REGULATIONS ON VISITING AND ACTIVITIES

Students are expected to conduct themselves honorably and with decorum at all times, to observe carefully the regulations and procedures of the two schools, and to take responsibility for their actions whether or not these are specifically covered by the rules. Couples should take care to conduct themselves with good taste and restraint on both campuses and in the Town of Andover.

Abbot students are welcome on the P.A. campus and P.A. students on the Abbot campus, according to the following provisions:

- for classes in which they are officially enrolled or in which they are given permission to participate.

- for such meals as may be arranged by the two administrations.

- for authorized extra-curricular activities, under supervision.

- for visits with Faculty members, upon invitation.

- for authorized study in libraries and labs.

- for informal visiting Monday through Friday, 1:30 p.m. to 8:00 p.m.* (academic and athletic commitments permitting)

 - Saturday, 12:00 noon to 11 p.m. or 20 minutes after a scheduled event.

 - Sunday, 12:00 noon to 8:00 p.m.

 - *Friday after 8:00 p.m. to attend a specific authorized event.

- visit to common rooms and other approved facilities must follow carefully the guidelines and hours that have been established by those in charge.

Girls enrolled in academic courses at P.A. need not sign out and in at Abbot when attending such courses; however, they are expected to return to campus promptly after late afternoon classes unless they have made proper arrangements to dine at P.A. Commons immediately after class and have informed their Resident Advisor of their intention. Girls going to the P.A. campus for any other reason must sign themselves out and in in their dorms.

4. ATTENDING EVENTS AND PARTICIPATING IN ACTIVITIES

- a. Students who are listed as members of authorized clubs and other groups may sign out to leave campus to attend an announced meeting of such a club or group.
- b. Sign-up sheets will be posted on the bulletin board in the front hall of Draper for those activities and events that the school has approved. Girls whose names are on the final posted list are expected to attend. Permissions Office will make all arrangements and inform all necessary persons.
- c. Students who wish permission to attend an off-campus event or to participate in an off-campus activity not already authorized and announced by the school should consult Permissions Office for procedural directions. A "Proposed Off-Campus Activity" form must be completed and submitted to Permissions Office for processing and approval TWO WEEKS before the date of the activity. The person responsible for organizing any non-required activity or event MUST collect from participants their share of the total expense before tickets can be purchased, reservations made, or transportation arranged by the Director of Permissions. The Director of Permissions is the only person authorized by the school to reserve school vehicles or to charter buses.

5. LEAVES

- a. As indicated on the school calendar, there are 4 weekends when no leaves at all will be granted and 5 weekends when only day leaves may be taken. All other weekends are open for girls to apply for weekend leaves or for day leaves.
- b. Parents' permission must be obtained for a leave of any kind taken with any person not known to the school. Parents may send written permission for each invitation their daughters receive, or they may list on the permissions form the names of those responsible adults who are qualified hosts/hostesses and whose invitations parents give "blanket" permission for their daughters to accept. One "blanket" permission covers any number of invitations from those persons specified on the permissions form.

If a girl plans to depart from the school on a leave in a vehicle to be driven by a friend under twenty-five years of age, parents should grant or withhold their approval of her travel plans. Lacking any parental comment, the school will exercise its judgment in approving a girl's travel plan; generally speaking, however, the school does not advocate girls riding with drivers under twenty-five years of age unless they are relatives or persons known to the school.

- c. When a girl plans to visit her own home, the school requires parental acknowledgement that she is expected. Written acknowledgement should be sent to the Resident Advisor or to the Director of Permissions unless a parent is coming to the school in person to take a girl home.
- d. If parents are traveling or are to be out of the country at any time, they are requested to notify the school of their foreign address(es) and to give the name of a resident in the United States whom the school may notify in an emergency. Such parents may authorize the Dean of Students or some other adult to give permission for leaves away from the school.
- e. Applications for leaves of all kinds are made to the Resident Advisors who will process them preliminarily and send them to the Permissions Office.
- f. Applications for a weekend leave must be filed with the Resident Advisor by Friday of the week preceding the week in which the leave is desired.
An invitation from the hostess involved and written permission from parents (unless a "blanket" permission covers the hostess) must be obtained and submitted to the Resident Advisor.
- g. Students are not permitted to accept invitations to men's colleges unless they are to be chaperoned by parents or have made other arrangements having the approval of parents AND the Academy. They may accept invitations to a dance at a boys' school, provided the chaperonage conditions are satisfactory and the date coincides with those permissible for a weekend leave. Girls are expected to observe the rules of the school where they are guests.

- h. A student may not leave for a weekend until after her last commitment on Friday unless the Director of Studies has given her special permission to cut a commitment. Students must sign out in their dorms, and they must sign in by 8:00 p.m. on Sunday unless they are returning to Andover by bus, in which case they must sign in by 6:00 p.m.
- i. Applications for Saturday or Sunday leaves must be filed with the Resident Advisor by noon of the preceding Thursday.
- j. Saturday and Sunday leaves may begin at 8:00 a.m. Students must sign out in their dorms. They must return and sign in by 8:00 p.m. unless they are returning to Andover by bus, in which case they must sign in by 6:00 p.m.
- k. Students taking Saturday leaves with Day Students or relatives **may, with special permission,** return later than 8:00 p.m. provided they are not returning by public transportation.
- l. Saturday leaves to Boston are granted only to students whose parents have indicated their approval on the permissions form. A Prep or a Junior may not go to Boston unless accompanied by at least one person.
- m. Sunday leaves to Boston are granted only to Seniors and only if their parents have indicated their approval on the permissions form.
- n. Visits to school during leaves are limited to two hours unless a student is participating in an organized activity (dance, Fidelio, etc.) Leave will be terminated if extended beyond the two-hour limit, and the girls will be subject to all school rules and requirements.

The school reserves the right to ask a girl to remain for academic purposes or violation of school codes.

Special Permissions — Special Permission may be obtained to attend social functions in the student's immediate family.

When extraordinary conditions arise, special permission for a leave may be obtained from the Resident Advisor, Dean of Students, Director of Permissions, or Director of Studies, NOT from Mr. Gordon.

6. VACATION TRAVEL — One month before the start of each vacation, travel forms are distributed to girls to be filled out and signed by parents and returned to Permissions Office as soon as possible. Parents should buy plane or train tickets for their daughter's trip home and return to school at vacation times. Before purchasing tickets, parents should check their daughter's exam schedules and school calendar to be certain when girls may depart.

If there is sufficient interest, the school charts buses to take girls to Logan Airport and to New York at the start of vacations. Sign-up sheets are posted for these buses one month ahead and girls must pay the transportation charge two weeks before the start of vacation. The charge to take the bus to Logan is \$2.00; to New York, \$20.00. A seat will not be reserved for a student until she has paid for it. If not enough girls make reservations, buses will be cancelled. Since a New York bus cannot be cancelled later than two weeks before the start of a vacation, girls should feel obliged not to change their travel plans after that time. Those girls who are inconvenienced by the forced cancellation of a New York bus need time to make alternate arrangements for returning home.

SCHEDULE FOR LEAVES

Leave	Application Deadline	Date List Distributed	Depart	Return	Requirements
WEEKEND LEAVE	Friday noon of preceding week	Thursday, week of leave	Friday, after last commitment	Sunday, 6:00 P.M. if by public transportation; otherwise, 8:00 p.m.	Written invitation from hostess and permission from parents Weekend permissions must be obtained by Day Students if they must leave school on Friday before end of classes.
SATURDAY LEAVE	Thursday noon	Friday	8:00 A.M.	6:00 P.M. if by public transportation; otherwise, 8:00 p.m.	A Prep or a Junior may not go to Boston alone.
SUNDAY LEAVE (Boston: Srs. only)					A L L Students must have parental permission for Saturday and Sunday leaves.
DOWN-TOWN	Sign out and in at dorm, except weekdays before 2:15 p.m. sign out and in at Permissions Office.				Monday through Saturday 8:00 a.m. to 5:30 p.m. (4:30 p.m. in Winter Term)

DINING OUT PERMISSIONS — No list — entered in Day Book

With parents or other relatives	Weekdays: 6:00 to 8:00 P.M.	Special Permission slip required.
With friends or relatives	Fri. and Sat. 6:00 to 9:00 P.M. Sun. 12:00 to 3:30 P.M.	Permission must be applied for with a Dining Out slip.

THE SCHOOL GOVERNMENT ASSOCIATION

The Abbot form of school government rests upon the assumption that each girl's code of personal honor holds her responsible for her own actions. Each girl is free to use her individual judgment, and must at the same time remain sensitive to the concerns of the community. She must recognize that these two conditions present a dual responsibility, which demands equal attention to personal honor and a sense of community.

OFFICERS OF THE ASSOCIATION

The officers of the Association beginning September 1971 are:

Moderator of Town Meeting	Marna Parke
Secretaries	{ Mrs. Bennet, Faculty Advisor Betsy Fauver Libby Howes
Honor Board	{ Mr. Laurence Gustavia Evans Kim Whittemore
President of Day Students	Amy Broadus
Vice-President of Day Students	Lydia Eccles
President of A.R.A.	Lucy Gorham
President of A.A.A.	Karen Awad
Vice-President of A.A.A.	Helen Coxe
Griffin Captain	Jackie Carter
Gargoyle Captain	Dini Price
Social Chairman	Libby Pennink
Social Representatives:	
Senior-Mid	Libby Howes
Junior	Pat Finn
Chairman of the Committee for	
Social Concern	Lynn Graham
Treasurer of C.S.C.	Liz Padjen

Senior Class Advisor Mr. Hepp

Senior-Mid Class Officers:

President Cathy Armsden

Vice-President Lorraine Utter

Secretary-Treasurer Betsy Coward

Senior-Mid Class Advisor Mr. Graham

Junior Class Officers:

President Becky Park

Vice-President Katie Gass

Secretary-Treasurer Lisa Hockmeyer

THE CONSTITUTION OF THE SCHOOL GOVERNMENT ASSOCIATION

PREAMBLE

The School Government Association is a participatory association based on individual involvement which reflects the responsibility of each member.

ARTICLE I

Name and Membership

Section 1: The name of this association shall be the School Government Association of Abbot Academy.

Section 2: Membership in the School Government Association shall include the administration, faculty, Resident Advisors and students of the school.

ARTICLE II

Purpose

Section 1: The School Government Association shall function as a flexible system to strengthen a sense of community, and encourage cooperation among its members through dialogue and effective communication. It shall serve as a channel through which constructive opinions can be directed.

ARTICLE III

Town Meeting

Section 1: The basis for the school government shall be the town meeting. A town meeting is a convocation open to all members of the School Government Association.

Section 2: Town meetings shall be held at least once a month.

Section 3: Town meetings shall be directed by an Executive Committee. The Executive Committee shall be composed of a moderator and three secretaries, one of whom shall be a faculty member. The moderator shall preside over each town meeting and, together with the secretaries, shall be responsible for drawing up an agenda, recording proposals, and posting minutes from each meeting. One secretary shall be responsible for the treasury.

Section 4: At least forty-eight hours in advance of a meeting, any proposals or topics for discussion shall be received by the Executive Committee. An agenda for the meeting shall be drawn up and posted at least twenty-four hours in advance. On measures requiring a vote, all members of the School Government Association may vote. A $\frac{2}{3}$ majority shall be considered a quorum.

Any measure passed at a town meeting shall be subject to the approval of the Principal.

Section 5: Students on the Executive Committee may be elected from any class. Nominations and elections for all offices may be made by all members of the School Government Association. All nominations shall be subject to the approval of the administration. With the exception of one secretary and the moderator who shall serve two consecutive terms, officers shall change each term and no other person may hold office consecutively, though an office may be held more than once in a school year. The secretary serving the double term shall be chosen by the three secretaries during the first term and the moderator shall be elected for two terms. In case of the resignation of an officer before her term has expired, a special election shall be held.

ARTICLE IV

House Government

- Section 1: There shall be a system of house governments based on mutual cooperation and consideration. The students in each dormitory together with the Resident Advisor shall be responsible for deciding the rules of courtesy which govern that dormitory. All such rules must be approved by the administration.
- Section 2: Each outside house and each corridor in Draper shall elect a leader who shall work with the Resident Advisor to enforce house rules, to conduct house meetings, and to represent her house or corridor at town meetings when necessary. Elections shall be held each term.

ARTICLE V

Honor Board

- Section 1: The Honor Board is a judiciary body which acts in an advisory capacity to the administration. It also serves as a court of appeals.
- Section 2: The Honor Board shall be made up of five persons: one girl from each class and one faculty member. Each girl shall be elected by her own class and the faculty member shall be elected by the faculty. All nominations shall be subject to the approval of the administration. The members of the Honor Board shall serve for two terms on a rotating basis to insure continuity. The chairman of the Honor Board shall be chosen each term by the Board from its own membership. No person may hold office consecutively, though an office may be held more than once in a school year.

ARTICLE VI

Amendment and Ratification

- Section 1: Amendments to this Constitution may be proposed by any member of the School Government Association and shall be ratified by a two-thirds vote of the members of the School Government Association, with the approval of the administration.

Section 2: This Constitution shall be ratified or dissolved when two-thirds of the members of the School Government Association vote in favor of its ratification or annulment. Its ratification or annulment shall be subject to the approval of the administration.

AMENDMENTS

ARTICLE I

Any proposal brought up as completely new business without having been on the agenda may be debated at any length during the Town Meeting but not be voted on until the following Town Meeting.

INNS AND MOTELS IN THE AREA

Andover Inn — Chapel Avenue, Andover	Tel: 475-5903
Sheraton Rolling Green Motor Inn	
Lowell St., Andover	Tel: 475-5400
Merrimack Valley Motor Inn	
Route 125, Chickering Rd., No. Andover	Tel: 688-1851
Andover Manse — 109 Main St., Andover	Tel: 475-0073

TRANSPORTATION

Morrissey Taxi Service — 475-3000

TROMBLY MOTOR COACH SERVICE

Lawrence-Boston (Park Sq.)

Effective March 1, 1970

Travel time between Andover and Boston is approximately one hour.

WEEKDAYS EXCEPT SATURDAYS

Lv. No. And.	Lv. Lawr.	Lv. Boston	Lv. And. 15 min. after Lawr.
6:05	6:10	7:35	
6:35	6:45	8:30	
7:05	7:15		
7:45	7:55	9:30	
8:45	8:55	10:30	
9:45	9:55	11:30	
11:45	11:55	1:30	
12:45	12:55	2:30	
1:45	1:55	3:45	
2:45	2:55	4:45	
3:45	3:55	5:15	
5:15	5:25	5:45	
6:00	6:10	6:30	
8:45	8:55	7:30	
		10:30	

SATURDAYS

Lv. No. And.	Lv. Lawr.	Lv. Boston	Lv. And. 15 min. after Lawr.
6:05	6:15	7:35	
7:05	8:00	9:30	
8:50	9:00	10:30	
9:50	10:00	11:30	
10:50	11:00	12:30	
11:50	12:00	1:30	
12:50	1:00	2:30	
1:50	2:00	3:30	
2:50	3:00	4:30	
3:50	4:00	5:30	
4:50	5:00	6:30	
5:50	6:00	7:30	
8:50	9:00	10:30	

SUNDAYS and HOLIDAYS

Lv. No. And.	Lv. Lawr.	Lv. Boston	Lv. And. 15 min. after Lawr.
8:50	9:00	10:30	
11:50	12:00	1:30	
2:50	3:00	4:30	
5:50	6:00	7:30	
8:50	9:00	10:30	

Subject to change Without Notice

BUS TO LAWRENCE FROM ANDOVER

Leaves every hour on the half hour from in front of Travel Anywhere.

INFORMATION:

Trailways 686-9577 — Boston 482-6620

Tromblys 475-6212

ADMINISTRATION

DONALD A. GORDON, Principal

B.A. Yale University; M.A. University of Pennsylvania

CAROLYN GOODWIN, Director of Studies; Mathematics (Chairman)

B.A., M.A. Smith College

CAROLYN JOHNSTON (Mrs. Malcolm), Dean of Students

B.A. Radcliffe College; Tufts University Graduate School

PETER THOMAS STAPLETON, Assistant to the Principal; English

B.A. Yale University; M.A.T. Harvard University

MARION FINBURY (Mrs. Herbert), College Counselor

B.A. Vassar College

FAITH H. KAISER (Mrs.), Director of Admissions (Classics Chairman)

B.A. Wellesley College; Harvard University Graduate School of Arts and Sciences

RICHARD E. SHEAHAN, Director of Development

University of Oregon

RICHARD C. GRIGGS, Business Manager

B.A. Princeton University; Trenton State Teachers College

ADMINISTRATIVE ASSISTANTS

JAMES L. BUTLER, Superintendent of Building and Grounds

LUCY B. COLE (Mrs. Edward), Director of Permissions

FLORENCE P. GRIFFITH (Mrs.), Registrar

B.A. The American University

DEBORAH BRIGGS WITTE (Mrs. Richard), Assistant to the Director of
Admissions

B.A. Lawrence University

SARAH PROCTOR, Director of Food and Housing

DORIS E. SACHSE (Mrs. Malcolm), Assistant to the Business Manager

THERESA STEWART (Mrs. Robert), Bookstore Manager

B.S. University of Massachusetts

CATHERINE JANE SULLIVAN, Alumnae Secretary

B.A. Wheaton College; Ed.M. Boston University; Harvard University

PRISCILLA WILE (Mrs. Perry S.), Assistant to the Business Manager

FACULTY

MARIE BARATTE, French

Baccalaureat-es-Lettres, University of Rennes; B.S. Dumfermline H.S.; M.A. Edinburgh University

JEAN DIETEL BENNETT (Mrs. John), Mathematics

B.A. Pembroke College; Ed.M. Harvard University

AUDREY N. BENSLEY (Mrs. Gordon G.), Ceramics

Hood, Jackson, University of New Hampshire

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B.A. Bennington

JUSAN CLARK (Mrs. David D.), Latin; Greek

B.A. Swarthmore; M.A. Yale University

PATRICIA CORKERTON, Spanish

B.A. Skidmore College Boston University; Middlebury College

MARGARET COUCH (Mrs. James H.), Librarian

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EDWINA FREDERICK (Mrs. Wayne), French

B.S. in Education Southeast Missouri College; M.A. Columbia University; the Sorbonne

PATRICIA FREUND, Biology; Ecology

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SHERRY GERSHON, History

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RONALD GIGUERE, French

B.A. Assumption College; M.A. Trinity College; the Sorbonne

STEPHEN CHARLES GRAHAM, History

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B.A. Connecticut College for Women

ULRICH HEPP, French; German

Advanced Study in Linguistics at University of Zurich

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B.S. Denison University; Massachusetts Institute of Technology

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B.A. University of California at Berkeley; M.A. Harvard University

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B.A. Yale University

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M.A. Middlebury College

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B.A. Amherst

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Bachelor of Design, Sophie Newcomb College; Arts Students' League, Cincinnati
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Ensemble with Wolfe Wolfinsohn

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Studied under Marina Noreg, Birger Bartholin, Olga Preobrajenska and Egorova

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B.S. Michigan State University

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B.A. Rollins College; M.A. Boston University

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Smith College

SALLY WARNER, Draper Hall
New England Conservatory of Music

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B.A. Lawrence University

RICHARD WITTE, Chapin House
B.A. Lawrence University

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B.A. Heidelberg College (Tiffin, Ohio); Lesley College

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B.S. Nazareth College

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O'Niell Business College

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Katherine Gibbs Secretarial School

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